



PROJECT SPONSOR SITE APPLICATION **GREEN AMERICORPS – ENERGY UNIT**

The Iowa Department of Natural Resources (DNR) AmeriCorps Program is pleased to announce the availability of 56 AmeriCorps positions to serve in the energy efficiency-focused rebuilding Iowa efforts. Funding for these positions is provided by grants from the Iowa Power Fund Board and the Iowa Commission on Volunteer Service. The following entities are encouraged to apply: non-profit organizations, state agencies and local governments, community action agencies, current AmeriCorps programs, schools, Indian tribes, colleges and universities, and community and faith-based organizations.

Grants are awarded on a competitive basis to project sponsor sites that will 1) assess the community needs and resources to identify existing energy efficiency efforts and needs; 2) provide energy conservation and efficiency education through community outreach; 3) identify and address energy efficiency use issues via a team based approach in target communities; and 4) recruit and manage volunteers. **Successful project sponsor sites deliver service to communities, while also working towards the development and growth of the AmeriCorps members serving their organization.** Programs are required to engage a minimum of 3 twelve month positions, 7 six month positions (to be served over 9 months), and 18 three month positions. Each organization is responsible for contributing \$10,000 per team of 28 members.

AGENCY NAME:	Iowa Department of Natural Resources
ISSUE DATE:	September 26, 2008
AGREEMENT PERIOD:	October 31, 2008, - October 29, 2009
LOCATION COUNTIES:	Blackhawk, Bremer, Butler, Johnson, and Linn
APPLICATION DEADLINE:	October 20, 2008, 8:00 a.m. CDT

Proposals must be submitted to the Iowa Department of Natural Resources via e-mail and one hard copy of the required documents by October 20, 2008 at 8:00 a.m. CDT. All proposals that do not meet the established deadlines or application requirements will be declined and not be considered.

Required documents must be sent to:

DNR-AmeriCorps
Attn: Tricia Rummer
Wallace Building
502 East 9th Street
Des Moines, IA 50319
tricia.rummer@dnr.iowa.gov

ANTICIPATED TIMELINE FOR THE APPLICATION PROCESS:

RFP Released	September 26, 2008
Proposals Due to DNR	October 20, 2008
Applicants Notified by DNR Regarding Approved Proposals	October 24, 2008
Full-time Members Start	October 31, 2008
AmeriCorps Orientation for Members	November 3-6, 2008
Members Report to Project Sponsor Site	November 7, 2008

All requests for information should be directed to Tricia Rummer, DNR AmeriCorps Program Director, tricia.rummer@dnr.iowa.gov or 515-281-4539.

PURPOSE

In the first year, the Iowa Green Corps will target Iowa areas impacted by the natural disasters of 2008. Cedar Falls (Blackhawk, Bremer and Butler Counties) and Iowa City (Linn and Johnson Counties) are the target regions that have a deep volunteer base of potential AmeriCorps members due to the surrounding colleges and universities. Each area will have a designated Green Corps team. A team will consist of 3 twelve-month positions, 7 six-month positions (to be served over 9 months), and 18 three-month positions. Overall the Iowa Green Corps – Energy Unit will have a total of 56 members. In the summer of 2009, all members will be enrolled and serving.

BACKGROUND

The summer of 2008 brought to Iowa destruction from Mother Nature. Both tornadoes and floods brought damage to the extent that 83 of the 99 Iowa counties were declared national disaster areas for either individual assistance or public assistance. AmeriCorps members from Iowa and across the nation worked alongside volunteers for disaster response, recover, and rebuild. As Iowa looks ahead to rebuilding its Midwest towns and cities, there is a great need to have more AmeriCorps members on the ground to rebuild or restore infrastructures in environmentally conscious ways.

STATEMENT OF NEEDS

The Iowa Department of Natural Resources (DNR) will serve as the intermediary agency for the Iowa Green Corps – Energy Unit AmeriCorps Program. We're looking for project site sponsors for 2008-2009 that will incorporate the spirit of national service for a team of 28 AmeriCorps members dedicated to the rebuilding and refurbishing homes and facilities with a focus on energy efficiency.

Project Objectives:

1. Assess the surrounding communities

- a. Analyze what is already being done for household energy efficiency and by what organizations.
- b. Identify the communities and location(s) where there is an unmet need.
- c. Year-long members will do the assessment and project planning. They will work on securing donations, sponsors, grants, supplies, and networking. The community project *site supervisor will provide assistance in securing needed supplies and training.*

2. Provide energy education in community outreach.

- a. Present energy efficiency information to social and civic organizations. For example: high school shop classes, grade schools, Lions Clubs, etc. (year-round activities)
- b. Increase awareness of energy efficiency and of the program (summer activities).
 - i. Go door to door in communities.
 - ii. Design educational materials like flyers or how-to guides to distribute and post throughout the community. Check out on-line resources like Power House.
 - iii. Develop potential clientele base through presentations and contacting local organizations like AARP, Department of Elder Affairs, community action agencies, and disability awareness groups.
 - iv. Connect those who are capable of doing their own energy improvement projects with the resources to do it.
 - v. Schedule appointments for the spring and summer months with home-owners to make energy efficient improvements. Identify what the building owner must purchase or acquire by the time of their appointment.

3. Provide a team based approach to assist those home-owners who aren't capable or don't have the knowledge to do basic energy saving improvements, for example:

- a. Installing attic insulation.
- b. Tightening windows.
- c. Applying caulking, glazing, and weather stripping.
- d. Identifying high draft areas and put foam or devices to reduce the leakage.
- e. Wrapping hot water heaters and educate "how hot is hot enough?" regarding the water heater thermostat.
- f. Providing an energy analysis on current appliances and providing information about energy saving appliances.
- g. Replacing thermostats and educate about energy saving programming.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Answer the following questions to describe your project proposal.

1. Mission and Objectives of your Organization

- a. Describe the overall mission of your agency. Include a brief history of the organization, an explanation of the organization's mission and how it fulfills this mission through its various programs.
- b. Describe compelling community needs which will be addressed by having the Green Corps team located there.
- c. Describe how the Green Corps members will help meet these needs.

2. Work Plan and Tasks

- a. Describe the specific tasks and activities the members will perform in addition to the above listed activities. Members must engage in meaningful service throughout their term and be provided the opportunity to complete their minimum hour requirement of 1700 hours, 900 hours, or 450 hours.
- b. Provide a work plan including:
 - i. Who will be the direct on-site supervisor? What percent of that supervisor's time will be dedicated to managing the members?
 - ii. A timeline showing the sequence of activities throughout the year.
- c. How will the degree of success of the Green Corps team be measured? Please list direct results of the project and how it will be consistently collected.
 - i. How many presentations given and how many people were in the audience?
 - ii. How many home assessments completed?
 - iii. How much energy should be saved based on the general stats on implementing similar energy conservation measures? How much actual savings occurred?

3. Community Involvement

- a. Describe how the community volunteers are already involved in helping to meet the stated needs of the organization or would be involved if the Green Corps team was present in the community. Working cooperatively with community volunteers is a national service priority.
- b. Describe current forms of support including funding, volunteers, donation of materials, and government or private grants that contribute to your organization's operations.

4. Site Location “Home Base” for Green Corps team.

- a. Provide site mailing address and name, title, cell phone, site phone, site fax, and e-mail of site supervisor. (The individual in charge of daily activities who serves as a liaison for the team and is available on site to respond to team needs.)
- b. Provide list of potential affordable or free housing available in your area for the Green Corps team members.

5. Member Development

- a. It is intended that through orientation, training, and the projects tasks, members will acquire an in-depth understanding about what they are doing and why it is important to the community. Project site organizations are required to work closely with the DNR to ensure opportunities for members exist.
 - i. Provide a comprehensive and detailed development and training plan regarding on-site orientation and project specific training that members will receive from your organization or coordinated by your organization.
 - ii. Orientation should include an overview of your organization; a tour of the community; introductions of the team to staff of your organization; any particular safety issues associated with the projects; and the goals and objectives of their role in the organization and community.
 - iii. Describe other learning opportunities related to your organization that could help members enhance their overall knowledge, acquire life skills, and help them acquire an in-depth understanding about what they are doing and why it is important to your community. This could include guest speakers, videos, community events, background documents, discussion of the mission of your organization, information about the larger social issues associated with the project, and new skills the team members will likely develop.

6. Member and Supervisor Training

- a. The DNR will provide the following training for the members:
 - i. Basic safety training (ladders, machinery, wiring, etc)
 - ii. Basic energy efficiency awareness (hot topics, what to look for, and resources available)
 - iii. Practice in project management
 - iv. Customer service training
 - v. AmeriCorps related training...overall program understanding, citizenship, conflict resolution, communication, volunteer management, life after AmeriCorps, etc.
- b. The project sponsor site organization will provide the specialized training for the members as needed depending on the community need. *Please describe the training needed for the proposed project and how you will provide it.*

7. Project Support

Describe local opportunities to support the availability of supplies to make energy efficiency improvements. It is the intent that the project sponsor site organization will provide or assist the members in identifying and securing materials, partners, or funding for materials (insulation, weather stripping, caulk, pipe wrap, etc.) to improve energy efficiency.

EVALUATION OF PROPOSALS

Proposed projects will be evaluated by representatives from DNR, Department of Economic Development, Office of Energy Independence, and Iowa Utilities Board. Each proposal will be evaluated and scored based on 100 points.

- Applicant is located in the targeted counties Bremer, Blackhawk, Butler, Johnson, and/or Linn (15 points)
- Applicant has experience working with AmeriCorps members (15 points)
- Project scope is extensive enough to have 28 members serving (20 points)
- Project focuses on community engagement in energy efficiency rebuilding and education (20 points)
- Applicant has funds or in-kind support to provide the travel and training needs of the members (15 points)
- Applicant has clearly incorporated objectives of the program in the proposed project (15 points)

ACCEPTANCE OF TERMS AND CONDITIONS

Defined Responsibilities

1. The DNR is responsible for:
 - i. The Green Corps' program design. (positions, sites, and projects)
 - ii. Issuing the living stipends for members.
 - iii. Training as mentioned above for members. Also initial training for site supervisor and staff if necessary.
 - iv. Managing the AmeriCorps formula fund grant (financial and programmatic reporting).
 - v. Enrolling and exiting of members.
 - vi. Recruiting to the extent of what we currently do with our program
 - vii. Managing the program (member and project site supervisor support)
 - viii. Providing basic AmeriCorps uniform and basic safety gear personal protective equipment like safety glasses and gloves.
2. The project sponsor site organization is responsible for:
 - i. Recruiting members at the local level by spreading the word and utilizing local resources.
 - ii. Providing specialized, site specific trainings and tools/resources needed for projects including project specific safety gear.
 - iii. Providing supplies for projects and computer/internet phone access to members.
 - iv. Connecting members with local partners.
 - v. Providing means of travel to project sites. Reimbursing members for mileage, room, and meals as needed for the projects.
 - vi. Providing site supervisor(s) to attend site supervisor training, conduct member evaluations, sign monthly timesheets, and enforce requirements such as participation in AmeriCorps activities.
 - vii. Establishing performance measures with final approval from the DNR. Collecting data on performance measures once a month using consistent methods/tools. Reporting on results to the DNR by the first Monday of the following month.